DOCUMENT RESUME

ED 191 470 IR 008 726

TITLE	The Long Range Plan for Statewide Library Development in Connecticut, 1980-1985.
INSTITUTION	Connecticut State Library, Hartford.
PUB DATE	80
NOTE	35p.: Small type may not reproduce clearly.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Federal Aid: Federal Programs: *Financial Support: *Library Planning: *Library Services: Long Range Planning: State Libraries: *State Programs
IDENTIFIERS	*Library Services and Construction Act

ABSTRACT

Prepared to satisfy requirements of the Library Services and Construction Act (LSCA) PL 95-123, this long-range plan presents library service goals and objectives for the Connecticut library system for the next five years. The background of long range planning, the planning process, and problems to be overcome are developed within the framework of federal guidelines for programs and expenses. A mission statement and three overall goals are supported by program objectives which identify and develop needs, strategies, and primary responsibility for specific action plans. Appendices provide criteria for determining the adequacy of public library services: policies and procedures for evaluating federal programs, for disseminating federal program information, and for coordination of the LSCA program with other programs and projects; and criteria for allocating funds under LSCA Titles 1 through 3. (RAA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED191470

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT IN CONNECTICUT

1980 - 1985

Adopted by
the State Library Board
March 27, 1980

Connecticut State Library
231 Capitol Avenue
Hartford, Connecticut 06115
1980

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Leslie M. Berman

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

The cost of printing this publication was supported with LSCA Title I funds.

IR 008 726

TABLE OF CONTENTS

Introduction 5

Background of Long Range Planning in Connecticut 5

Connecticut and Its Libraries 7

Problems Affecting the Provision of Library Service 12

Statewide Goals for Library Service 13

Program Objectives and Action Plans 14

Appendices

Criteria for Determining the Adequacy of Public Library Service 24

Policy and Procedure for Evaluating Federal Programs 31

Policy and Procedure for Disseminating Federal Program Information 31

Policy and Procedure for Coordination of LSCA Program with other library programs and projects 31

Criteria for Allocating Funds under LSCA Title I 32

Criteria for Allocating Funds under LSCA Title II 33

Criteria for Allocating Funds under LSCA Title III 36

INTRODUCTION TO THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT

Purpose

This Connecticut Long Range Plan for Library Development has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 95-123, as amended.

The purpose of the Plan is to provide a framework within which the State Agency will encourage the establishment or expansion of programs to carry out the intent of the law.

Under the Library Services and Construction Act, federal funds are provided to assist States to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct public libraries;
- Establish, extend, and improve library service to the handicapped, the institutionalized, disadvantaged persons, and persons with limited English-speaking ability;
- Strengthen the state library agency;
- Promote interlibrary cooperation;
- Strengthen major urban resource libraries.

BACKGROUND OF LONG RANGE PLANNING IN CONNECTICUT

There is a rich history of long range planning for library service in Connecticut. Some of the most significant achievements in this area which have influenced the development of statewide library service include: the 1950 Richardson Plan which divided the state into four regions and proposed four regional, state supported centers to serve local libraries; the 1962 Governor's Committee on Libraries which proposed a State Library Research Center and led to the establishment of the Interlibrary Loan Center; the 1966 United Aircraft Corporation Systems Center proposal which called for the establishment of a Connecticut Library Research Center; the 1966 Brahm Plan which called for the establishment of the State Library to be the state's research center; the 1968 Connecticut Library Association proposal for a suggested plan for statewide library service; the 1972 Long Range Plan for the Development of Library Services in Connecticut written to satisfy LSCA requirements and the current operational plan; and the Connecticut Library Association's Target '76 recommendations which resulted in the establishment of three statewide services: Connecticar, Connecticard, and Library Line.

The Library Services and Construction Act (LSCA) requires State Library Agencies to file with the U.S. Department of Health, Education, and Welfare, a long range plan covering projected programs and expenses for which LSCA funds will be expended over a five year period. The 1972 plan projected program activities for the period from 1972-1977. By mid-1977, it was apparent to many that a new five year plan should be written.

State Library staff called a meeting of library groups and association representatives to discuss the concept of a long range plan. The group discussed the parameters of the State plan and considered the qualifications needed by a planner. The State Library staff recommended that an outside consultant be retained to develop the plan. A proposal to hire an outside consultant to develop the plan was approved by the State Library Board in late 1977, and the New England Library Board, with David P. Weill, as principal investigator, was engaged to develop the plan under the coordination of the State Library's Department of Planning and Research.

THE PLANNING PROCESS

The proposal submitted by the New England Library Board stressed the need to create a maximum opportunity for the library community in Connecticut to formulate insights, points of view and priorities concerning library service and to communicate them to the planner. It was hoped that a continuous planning process involving all members of the library community and its various sub-constituencies would be the result and that long range planning would become the practice of library agencies on all levels.

To encourage this process, the planner met with a number of library groups throughout 1978, explained the methods to be used in developing the plan and asked for their contributions.

In June, 1979, the planner delivered a final draft plan to the State Librarian and the State Library Board. The final draft sought to incorporate, local, regional, state, and federal recommendations concerning library development into one cohesive document. The planner outlined a series of recommendations for library development over the 1979-1984 period. The draft plan was distributed widely among members of the library community, and six regional meetings were held to gather reaction to the proposed recommendations. It soon became apparent that major revision in the plan would be necessary if it were to be accepted by the library community as the plan of development for the next five years. It was also felt by many that the draft plan was much too ambitious in scope and that little consideration had been given to the federal requirements.

This plan, much narrower in scope than the Weill plan, has been developed primarily to meet the requirements of the Library Services and Construction Act. Emphasized are the priorities set forth in the federal legislation. The planners also incorporated, within the plan, several recommendations which are unique to library service in Connecticut and which have an effect on the use of state and local funds.

PLANNING FOR LIBRARY SERVICE IN CONNECTICUT

There are currently a number of groups that contribute to library planning in the state. The activities of several of these groups are outlined below:

The State Advisory Council on Libraries

The State Advisory Council on Libraries has been established in accordance with provisions set forth in the Library Services and Construction Act, P.L. 95-123, as amended. The Council advises the State Library agency on the development of the LSCA State Plan, on policy matters arising in the administration of the Plan and assists in the evaluation of services, programs, and activities under the State Plan.

Persons appointed to the Advisory Council are broadly representative of public libraries, school libraries, academic libraries, special libraries, institutional libraries, major urban resource libraries, cooperating library service units, libraries serving the handicapped and users of these libraries.

The Cooperating Library Service Unit Review Board (CLSURB)

This Board was established by Public Act 75-363 to establish criteria for and encourage the formation of a system of Cooperating Library Service Units (CLSUs) which are multitype library cooperatives. The CLSURB has established guidelines and procedures for CLSU grant proposals, submits annually to the State Librarian a CLSU budget request, and reports monthly to the State Library Board, and annually to the Joint Committee on Education of the General Assembly.

The Interagency Library Planning Committee (ILPC)

The ILPC was formed in 1975 as a means to coordinate library planning among all state agencies and by type of library. The State Library Board has, on a number of occasions, assigned policy questions and other activities to ILPC. The ILPC has played an active role in reviewing the Weill Plan and contributed to the development of this plan.

Other groups involved in statewide library planning include: The Connecticut Library Association, The Law Library Advisory Committee, The Advisory Committee for the Library for the Blind and Physically Handicapped, the Cooperating Library Service Units Coordinators, and the Urban Libraries Committee.

CONNECTICUT GOVERNOR'S CONFERENCE

The Connecticut Governor's Conference on Library and Information Services, held in December, 1978, contributed significantly to the development of this plan. One hundred and fifty people gathered

for two and one-half days to discuss a variety of issues concerning library and information services. The fifty-three resolutions adopted by delegates to the meeting reflect public concerns related to the provision of library and information services. Many of the goals and objectives delineated in this plan bear a direct relationship to those recommendations.

CONNECTICUT AND ITS LIBRARIES

THE STATE

Connecticut ranks fourth in population density, twenty-fourth in population, forty-eighth in area and fourth in per capita personal income. Since 1970, the State's population has been growing at a slower rate than the rest of the U.S. population, a 3.5 percent increase in the past decade as compared with the nation's 9 percent increase. About 73 percent of the state's population is contained in 50 towns and most of the population is concentrated in two urban corridors, one which runs east, along the southwest coast, from the New York border to New Haven, and another corridor which runs north and south from New Haven to Hartford and further north to the Massachusetts border.

According to U.S. Census Reports, in 1976, of a total state population of 2,162,000 persons over 18, 82 percent of the state's 18-24 year olds and 67 percent of the 25 year old plus category had completed a high school education. However, according to Literacy Volunteers of Connecticut, there are still over 320,000 teens and adults, 16 percent of the state's total population who are functionally illiterate.

LIBRARIES

Connecticut's 3.1 million residents are served by 1,880 libraries of all types. These are listed below by category:

204	Public Libraries
6	Cooperating Library Service Units
50	College and University Libraries
254	Special Libraries
74	Institutional Libraries
1	Library for the Blind and Physically Handicapped
1,300	School Library Media Centers

THE STATE LIBRARY

The Connecticut State Library was established in 1854 as the principal library of state government. The Division of Reader Services has, over the years, provided reference service and research services in a wide variety of fields, such as law, political science, history and genealogy, to members of the Connecticut General Assembly, various state executive departments, the judicial department and to individuals and libraries throughout the state. Legislative reference services are also provided and include the indexing of bills under consideration by the General Assembly. The total book collection of the State Library exceeds 650,000 volumes.

The Division of Library Development, formerly the Bureau of Library Services under the State Board of Education, was established in 1966 as a result of recommendations from the Governor's Committee on Library Improvement. The Division assists in the promotion and development of local, regional, and statewide library services by offering technical assistance to the state's public libraries.

The State Library is governed by an eight member Board. Five members of the Board are gubernatorial appointments, the other three members, as prescribed by law, are the Chief Justice of the Supreme Court, or his designate, the Chief Court Administrator, or his designate, and the Secretary of the State Board of Education.

The State Library Board has been given statutory responsibility to plan for statewide library services and to promulgate standards for principal public libraries. This responsibility has usually been delegated to the State Librarian and members of the staff.

There have been significant achievements in library services and programs in Connecticut over the past thirty years, and the State Library has played a significant role in many of these developments. They include:

- The establishment of two library service centers to provide supplementary books and related library materials and services to public libraries.
- The provision of direct state aid to public libraries meeting minimum requirements.
- The provision of consultant services to local public libraries.
- Participation in the development of cooperative library programs to improve the quality of library service resulting in the creation of Cooperating Library Service Units and the New England Library Board.
- The creation of an interlibrary loan network to supplement community and regional resources.

PUBLIC LIBRARIES

There are 204 public libraries, 66 branch libraries, and 5 bookmobiles located in Connecticut's 169 municipalities. Together, these libraries have a total book collection of over 9 million volumes. The libraries range in size from Bridgeport, the largest, with 500,000 volumes, to East Windsor's Broad Brook Library, the smallest, with 3,500 volumes. State law provides that public libraries may be established by ordinance in any town, city, borough, fire district, or incorporated school district. In most cases, a Board of Directors is responsible for managing each library, however, in several instances libraries are town departments. Public libraries in Connecticut are subject to laws contained in the Connecticut General Statutes, Chapter 190.

Primary support for public library service is provided from local property taxes. By law, cities are authorized to levy a tax, not to exceed two mills on the dollar and towns a tax of not more than three mills on the dollar, to support library service. Total expenditures for public library service from local tax funds exceeded $20 million in 1976-77 and an average statewide expenditure of $6.59 per capita. In addition to local taxes, many of the state's public libraries, 19 percent of the total number of towns supporting libraries, report spending 50 percent or more from private sources, usually private endowment funds. Several towns in the state support more than one independent public library.

There are two types of public libraries in Connecticut which are established for the purpose of receiving state aid:

Principal Public Libraries. These are public libraries which enter into an agreement with the town to provide services free of charge to town residents.

Public Libraries. These are libraries which provide service to town residents but which are partially supported by town taxation.

The State distributed $500,000 in state aid to support principal and public libraries in 1977-78.

COLLEGE AND UNIVERSITY LIBRARIES

The materials contained in the State's college and university libraries are an important contribution to the State's total library resources. In 1979, there were 50 degree-granting colleges and universities in Connecticut, of which 24 are public and 26 are independent. Approximately 155,100 individuals, 95,000 in state supported institutions and 60,000 in private institutions, are enrolled in these institutions on a full- or part-time basis. Of the total student body, 38 percent are attending private institutions and 62 percent are attending public institutions. Combined library holdings in 1977 included 12,558,180 volumes, with Yale University, the largest, holding 6,884,604 volumes and the University of Connecticut, 1.3 million volumes. Seventy-nine percent of the total volumes reported were held by independent institutions and 21 percent by publically supported institutions.

The Connecticut Board of Higher Education was established in 1977 to establish statewide policy with regard to higher education. There are five constituent units that comprise Connecticut's system of public higher education: The Board of Trustees of the University of Connecticut is responsible for the policies of the University and its 5 branches and 17 professional schools. The Board of Trustees

for the State Colleges, the Board of Trustees for the Regional Community Colleges, and the Board of Trustees for the State Technical Colleges are each responsible for administering their respective institutions. The Board of State Academic Awards has responsibility for awarding external degrees and credits earned by examination or by other forms of validation and by evaluation of learning and as of 1979, service was provided to approximately 1,000 enrollees.

All academic libraries are entitled to use the interlibrary loan service of the Connecticut State Library, several contribute to the Connecticut Union Catalog and participate in the teletype network managed by the State Library.

SCHOOL LIBRARIES AND MEDIA CENTERS

There are 581 certified media specialists serving over 500,000 students in 1,300 private and public schools in Connecticut. Because school libraries and media centers are not mandated by statute, it is difficult to secure an accurate assessment of the current situation in the State with regard to school library service. Sixty-two percent of the elementary schools, 33 percent of the junior high and middle schools, and 17 percent of the high schools in the State have no certified media specialists. Local expenditures for educational media average only 1.98 percent of the total per pupil expenditure for education, with the highest expenditure in the Greenwich School System at $136.44 per pupil, and the lowest expenditure in the town of Winchester at $1.99 per pupil.

The Connecticut State Library is proscribed by statute from planning for school library service; however, the Agency does make certain services available to school libraries, and school libraries do participate in cooperative programs. School media services are the responsibility of the Connecticut State Department of Education, Division of Instructional Services. State funding is not available to support school media center development at the local level. Federal monies (ESEA Title IV B) are presently the only source of additional support beyond local property taxes. Approximately $2.1 million in ESEA Title IV B monies were distributed in 1978-79.

SPECIAL LIBRARIES

There are 245 special libraries and information centers located in Connecticut, according to information obtained from the *Directory of Special Libraries and Information Centers*, 5th edition. Among these special libraries are both tax supported and private institutions, governmental libraries, branches, divisions, and departments, and special collections in large public library systems and libraries supported by non-profit organizations. Included also are the many special collections of the Yale University Library and the collections of the Connecticut State Library. United Technologies, Perkin-Elmer, Pfizer, General Dynamics, Xerox, American Cyanimid, and General Electric represent a few of the eighty corporations with special libraries in Connecticut.

Representatives from the special library community play an active role in planning cooperative activities in the state. They participate and are members of the Cooperating Library Service Units and their collections contribute to the total library and information resources of the state.

THE LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

There is presently one central library offering direct service to the 350,000 blind and physically handicapped persons in Connecticut. The Library for the Blind and Physically Handicapped (LBPH), serving over 16,000 persons annually, is a program of the Connecticut State Library.

The Library houses approximately 15,000 titles, including full-length books and magazines in Braille and recorded formats. The primary source of materials are those distributed by the Library of Congress. These are supplemented yearly by materials recorded by a statewide group of volunteers who prepare recordings for the blind.

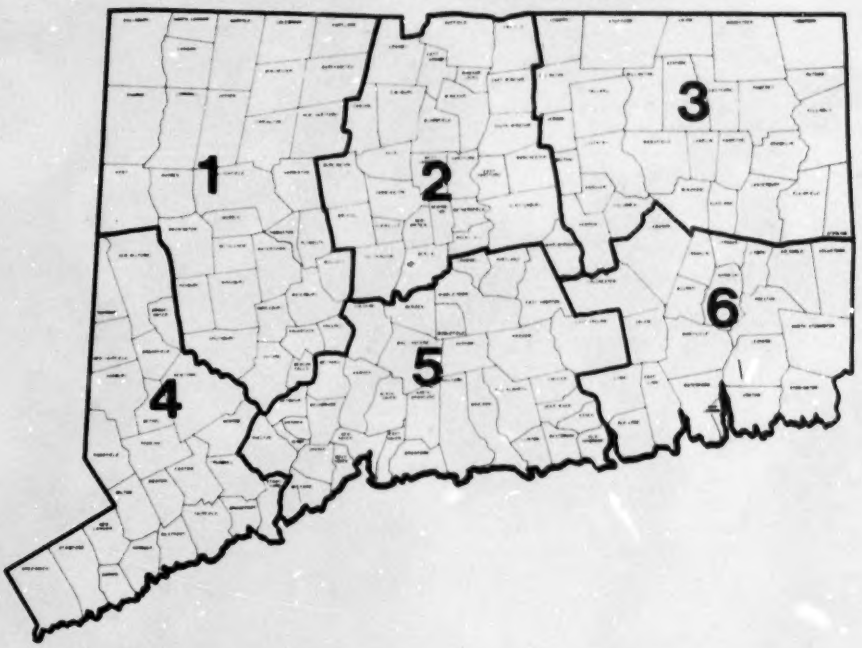
The LBPH Advisory Committee advises the State Library on the needs and concerns of the blind and physically handicapped community and makes recommendations concerning the services and activities offered.

INSTITUTION LIBRARIES

There are 29 libraries in Connecticut's 42 state supported-institutions. Service is provided to residents of the state's mental hospitals, correctional institutions, children's homes, health facilities and facilities for the mentally retarded. These institutions serve a total population of approximately 16,245 people.

Approximately 95,842 volumes were held by 29 institutions and total library expenditures totaled $435,658.

COOPERATING LIBRARY SERVICE UNITS



Name of CLSU	Pop.	Membership by Type of Library				Total
		Public	School	Academic	Special	
Region One Cooperative, CLSU 1	322,680	31	42	5	8	80
Capitol Region Library Council, CLSU 2	825,800	26	2	14	10	52
Eastern Conn. Library Association, CLSU 3	203,000	29	30	4	1	
Southwestern Conn. Library Council, CLSU 4	869,900	23	11	7	41	82
Southern Conn. Library Council, CLSU 5	679,500	34	35	8	7	85
Southeastern Conn. Library Council, CLSU 6	250,600	17	19	4	8	48

COOPERATIVE ACTIVITIES

Cooperating Library Service Units

Cooperative library programs in Connecticut were given a boost in Connecticut when, in 1975, the General Assembly passed Public Act 75-363, which called for the establishment of the Cooperating Library Service Unit Review Board to "establish criteria for and encourage the formation of a system of cooperating library service units". The establishment of Cooperating Library Service Units was a result of recommendations from the Target '76 planning committee. A Cooperating Library Service Unit (CLSU) is an organization of all types of libraries whose purpose is to improve library service through cooperation. The intent of the program is to improve the quality of library service through coordinated planning, resource sharing, and the design of services that would be too costly or impractical to support at the local level. In 1976, the State was divided into six regions, criteria for Cooperating Library Service Unit formation were established, and structure and funding procedures designed. A combination of state, federal, and local contributions have been used to support CLSUs for the past three years. CLSUs are the backbone of library cooperation in Connecticut.

Currently State funded at $300,000 per year, the six CLSUs have developed a wide array of cooperative programs including regional interlibrary loan, cooperative acquisitions, regional reference services, books by mail, directories of special collections, shared cataloging and processing, on-line literature searching, and cooperative computerized circulation projects.

NELINET, Inc.

The State Library and 28 other public, academic, and special libraries and CLSUs in Connecticut, are members of NELINET, Inc.. Nelinet, Inc. provides the computerized services of the Ohio College Library Center, OCLC, Inc. to libraries in New England. Paid membership in NELINET, Inc. is open to all libraries. A number of Connecticut librarians participate in NELINET membership committees.

New England Library Board

The New England Library Board is composed of the directors of the six New England state library agencies. Connecticut's participation in the program is authorized by the New England Interstate Library Compact. NELB's task is to study problems of common interstate interest and recommend programs to improve services among the six state library agencies. The Board currently operates several programs which include the following:

1. The New England Documents Conservation Center, which provides restoration and preservation services to libraries on a cost recovery basis.
2. The NELB office acts as a clearinghouse for information on New England library meetings.
3. The New England Job Hotline provides up-to-date listings of jobs available in the six New England states.

Connecticut Union Catalog

Over 50 public and academic libraries contribute information about their holdings to the Connecticut Union Catalog. This information is used by the State Library's Interlibrary Loan Center in fulfilling interlibrary loan requests.

Connecticut Teletype Network

A teletype network links the collections of the Interlibrary Loan Center to the collections of Yale, UCONN, Trinity College, Connecticut College, Wesleyan and the public libraries of Bridgeport, Stamford, Greenwich, Hartford, and New Britain.

Connecticar

Operated by the State Library, Connecticar assists in the delivery of materials to libraries around the state to facilitate interlibrary loan activities.

Connecticard

Connecticard is a statewide borrowing program which allows any person in Connecticut, who possesses a valid library card, to borrow materials from any one of the participating public libraries. Libraries participating in the program receive reimbursement for services rendered to non-residents. The State Library administers this program.

Library Line

Operated by the State Library, this service provides toll-free telephone reference service to public libraries throughout the state.

PROBLEMS AFFECTING THE PROVISION OF LIBRARY SERVICE

Each person in Connecticut has a public library in his or her town. None of the state's 169 municipalities are without library service. In addition to the information which may be obtained from public libraries, there is a wealth of information that is available from college and university libraries, special, and school libraries. Yet, library service in Connecticut in 1979 is still far from adequate to meet the information needs of state residents. Some of the problems affecting the provision of library service can be categorized as follows:

Resources

- Libraries have traditionally placed heavy emphasis on book lending and have not modified programs to meet changing user needs.
- Many libraries lack the resources necessary to hire adequately trained staff.
- In recent years, a proliferation of information has resulted in problems in trying to manage resources.
- Many libraries are located in inadequate facilities and have insufficient space and resources.

Legal

- There is no state mandate which requires municipalities to provide library service.
- There are no statewide standards to regulate library activities.

Financial

- Local property taxes are proving to be an inadequate source of support for financing library service.
- The amount of federal and state aid to support library services is insignificant.
- The cost of library materials has escalated due to inflation and reduced library purchasing power.

Political

- Local, state, and federal officials may not be convinced of the need to support library service and may be unwilling to contribute adequate support.
- Librarians lack the political clout and visibility necessary to obtain public support.

All of these factors place constraints on the ability of librarians to provide adequate services. These constraints and their effects are addressed in the Long Range Plan program goals.

STATEWIDE GOALS FOR LIBRARY SERVICE

The purpose of the Library Services and Construction Act is to provide assistance to the states to extend public library service to areas where they do not presently exist and to improve these services where they are inadequate. To accomplish this in Connecticut, we have developed several goals which express our aspirations concerning the provision of library service to the people of the state.

These goals were developed as a result of meetings with members of the State Advisory Council on Libraries, the Interagency Library Planning Committee, the State Library Board, and the CLSU Review Board. The goals reflect sentiments expressed by delegates to the Connecticut Governor's Conference on Library and Information Services and the concerns of hundreds of individuals who attended regional meetings in October, 1979 to discuss the draft plan.

MISSION

TO PROVIDE EQUAL OPPORTUNITY OF ACCESS TO QUALITY LIBRARY AND INFORMATION SERVICE TO MEET THE INFORMATION, EDUCATIONAL, RECREATIONAL, AND CULTURAL NEEDS OF ALL PEOPLE.

GOAL ONE

To improve, extend, and expand direct services to users of all types of libraries.

GOAL TWO

To improve the methods used in delivering direct services so that each individual will have equal access to the entire library and information resources of the state.

GOAL THREE

To improve and expand the services of the Connecticut State Library to both users and librarians.

PROGRAM OBJECTIVES AND ACTION PLANS

GOAL 1

TO IMPROVE, EXTEND, AND EXPAND DIRECT SERVICES TO USERS OF ALL TYPES OF LIBRARIES.

OBJECTIVE 1

To improve, extend, and expand library and information services to persons residing in areas of the state with inadequate service.

NEED

Every town in Connecticut provides tax support for public library service. Areas that are considered to have adequate service are towns which meet the *Criteria for Determining Adequacy of Public Library Services in Connecticut* (see Appendix).

PRIMARY RESPONSIBILITY

State Library Agency, CLSUs, local public libraries.

STRATEGIES

1.1.1 Update annually, criteria and statistics used in determining adequacy of service.
1.1.2 Encourage public librarians to refer users to other public libraries when service is unavailable locally.
1.1.3 Encourage public libraries to coordinate services with other social and educational agencies in the community and to refer individuals to appropriate community services.
1.1.4 Encourage public libraries to hire staff with professional capabilities by providing matching funds to allow librarians to hire trained staff.
1.1.5 Provide access to direct library service from regional systems when the service is unavailable locally.

RELATED GOVERNOR'S CONFERENCE RESOLUTION

Be it resolved that . . .
. . . citizens be provided access to library service in all publicly supported libraries and that local, state, and federal governments develop the means to remove barriers to such access.

OBJECTIVE 2

To improve, extend, and expand library and information services to persons residing in urban and rural areas with high concentrations of low income families.

NEED

Areas of the state with high concentrations of low income families are those towns which are in the bottom third of "A Ranking of Towns by Wealth" prepared by the State Department of Education. There are presently 57 towns that fall into this category.

PRIMARY RESPONSIBILITY

State Library Agency, local public libraries.

STRATEGIES

1.2.1 Update annually, the criteria used for determining the adequacy of service.
1.2.2 Encourage public librarians to refer users to other public libraries when service is unavailable locally.
1.2.3 Encourage the provision of services to this target population by reserving a portion of the LSCA Title I allocation to help libraries and, when appropriate, CLSUs provide suitable services and materials.

OBJECTIVE 3

To improve, extend, and expand library and information services to persons who are blind and physically handicapped.

NEED

There are currently 350,000 blind and physically handicapped persons in the state which includes 226,000 deaf and hearing impaired. The Library for the Blind and Physically Handicapped presently serves 16,387 or 5% of the total blind and physically handicapped population. There are presently two teletypewriters for the deaf located in Connecticut public libraries.

PRIMARY RESPONSIBILITY

State Library Agency, Local Public Libraries, CLSUs

STRATEGIES

1.3.1 Encourage public libraries to be information and referral centers for information about services available from the Library for the Blind and Physically Handicapped.
1.3.2 Establish public libraries as centers for information about specialized community services available to the blind and physically handicapped.
1.3.3 Undertake a statewide campaign to publicize the services available from the Library for the Blind and Physically Handicapped.
1.3.4 Increase the number of persons served by the Library for the Blind and Physically Handicapped.
1.3.5 When the physically handicapped cannot enter public libraries, provide services via books-by-mail, radio, television, telephone, or vehicle.
1.3.6 Encourage selected public libraries to install teletypewriters (TTYs) for the deaf and Kurzweil machines for the blind.
1.3.7 To increase the availability of library service to the deaf, provide subgrants to public libraries and, when appropriate, CLSUs to acquire suitable materials and staff trained in the use of sign language.

RELATED GOVERNOR'S CONFERENCE RESOLUTIONS

Be it resolved that . . .
. . . the State and towns make their public libraries and services accessible to the handicapped.
. . . the State provides and publicizes regional library service to provide materials to those who cannot travel to a library location.
. . . the State Library sponsor sign-language courses for public librarians.
. . . TTY units be installed in public libraries.
. . . captioned films be made available.

OBJECTIVE 4

To improve, extend and expand library and information service to persons residing in state supported institutions.

NEED

There are presently 16,245 persons who reside in 42 state supported institutions. Twenty-nine, or 62%, of these institutions have library service.

PRIMARY RESPONSIBILITY

State Library Agency, Local Public Libraries, CLSUs

STRATEGIES

1.4.1 Update annually, criteria used in determining adequacy of service and determine the level of service presently offered.
1.4.2 Assist state institutions to provide a full range of library services to their residents by offering consultant service from the State Library and encouraging them to apply for subgrants.
1.4.3 Encourage public libraries and, when appropriate, CLSUs to provide outreach services to local institutions.

RELATED GOVERNOR'S CONFERENCE RESOLUTION

Be it resolved that . . .
. . . state funds be increased and positions approved and funded so that institutions in the Department of Corrections have full-fledged librarians.

OBJECTIVE 5

To improve, extend, and expand library and information services to those with limited English-speaking ability, to the functionally illiterate, and to adult independent learners.

NEED

There are approximately 56,000 Spanish-speaking persons (according to the 1970 census) concentrated in 17 Connecticut towns. These communities will be given priority because traditionally they have also had large numbers of persons speaking other languages.

There are 320,000 persons who are functionally illiterate in Connecticut. For many of these people, traditional information formats are inappropriate to their needs, yet in many instances their need for information far outweighs that of the more literate population.

PRIMARY RESPONSIBILITY

State Library Agency, Local Public Libraries, CLSUs

STRATEGIES

1.5.1 Update annually, criteria used to determine the adequacy of service.
1.5.2 Encourage public libraries and, when appropriate, CLSUs to apply for subgrants to provide materials and services to the non-English speaking.
1.5.3 Encourage public libraries to apply for subgrants to hire bilingual staff.
1.5.4 Provide continuing education opportunities to train staff in Spanish language conversation.

1.5.5 Encourage public libraries and, when appropriate, CLSUs to apply for subgrants to provide suitable materials and services to the functionally illiterate.

1.5.6 Encourage public libraries and, when appropriate, CLSUs to apply for subgrants to provide suitable materials and services for the adult independent learner.

RELATED GOVERNOR'S CONFERENCE RESOLUTION

Be it resolved that . . .

. . . public libraries develop information and referral services for their constituents, particularly the disadvantaged, the non-reader, and those who use English as a second language.

. . . the State adopt, as an on-going priority commitment, the development support of reading skills.

. . . technical assistance be provided to establish tutorial programs for literacy training.

. . . state of federal funding be set aside for library and information services to such major constituencies as the aged, multi-cultural/bilingual, institutionalized, and continuing adult education.

OBJECTIVE 6

To improve, extend, and expand library and information services to those served by major urban resource libraries.

NEED

Approximately 642,500 people or 22% of the state's population resides in areas served by major urban resource libraries. However, all of the state's 3.1 million residents are eligible to receive services provided by the major urban resource libraries.

PRIMARY RESPONSIBILITY

State Library Agency, Major Urban Resource Libraries.

STRATEGIES

1.6.1 Update annually, the criteria used to determine the adequacy of service.

1.6.2 Improve the accessibility of services available from the major urban resource libraries by linking the urban libraries and state library through the appropriate use of technology.

1.6.3 Utilize state and federal funds to support the specialized collections of the major urban resource libraries so that local funds can be used to serve the needs of special constituencies residing in urban areas.

RELATED GOVERNOR'S CONFERENCE RESOLUTIONS

Be it resolved that . . .

. . . a library and information network be developed with particular attention to financial requirements of large urban libraries.

GOAL 2

TO IMPROVE THE METHODS USED IN DELIVERING DIRECT SERVICES SO THAT EACH INDIVIDUAL WILL HAVE ACCESS TO THE ENTIRE LIBRARY AND INFORMATION RESOURCES OF THE STATE.

OBJECTIVE 1

To promote interlibrary cooperation and resource sharing by encouraging all libraries to participate in cooperative programs.

NEED

There has been, over the past several years, an unprecedented increase in the volume of information available on a variety of subjects. At the same time, inflation has caused the average price of books and other library materials to double, and in some instances, triple. The net effect of the information explosion and double digit inflation has been to limit the ability of an individual library to purchase the resources needed to satisfy its patrons' information needs. This objective recognizes this dilemma and seeks to develop a statewide program which will assure that each individual will have access to information resources regardless of their location.

PRIMARY RESPONSIBILITY

CLSUs, State Library Agency.

STRATEGIES

2.1.1 Recognize Cooperating Library Service Units (CLSUs) as the mainstay of interlibrary cooperation and provide state and federal funds to further their development.

2.1.2 Encourage CLSUs to apply for subgrants to provide direct and specialized services to areas of the state that are inadequately served.

2.1.3 Encourage intersystem cooperation and coordination by using LSCA Title III funds to support projects.

2.1.4 Encourage Connecticut's participation in regional, multi-state and national cooperative programs by using state and federal funds to support participation.

RELATED GOVERNOR'S CONFERENCE RESOLUTION

Be it resolved that . . .

. . . the State Library and the Cooperating Library Service Units undertake a study to examine the problems encountered by private academic, (school) and special libraries in providing information services and sharing of resources with the public.

OBJECTIVE 2

Develop a finding tool of all library materials in Connecticut to be available to all libraries in the state at a reasonable cost.

NEED

There are approximately 800,000 Connecticut library titles cataloged on OCLC which represents only a fraction of the collections of most Connecticut OCLC libraries. The rest of the titles for these 19 libraries and the titles for most of the non-OCLC libraries are not known to other libraries throughout the state. It is vital for every Connecticut library to be aware of the holdings of other Connecticut libraries in order to quickly locate and borrow materials needed by library patrons.

PRIMARY RESPONSIBILITY

State Library Agency, Local Public Libraries, Academic, Special and School Libraries, CLSUs.

STRATEGIES

2.2.1 Establish a statewide data base (machine readable file to be used eventually to generate a statewide on-line catalog).
2.2.2 Generate a statewide COM (Computer Output Microfilm/fiche) catalog of statewide holdings.
2.2.3 Upgrade existing machine readable records to the national bibliographic standard (MARC) by using a COM vendor.
2.2.4 Establish an ad-hoc committee of serial librarians to advise on the development of the statewide union list of serials.
2.2.5 Establish an automation coordinating committee to oversee all statewide automation project work.
2.2.6 Utilize state and federal funds to support the statewide automation project.

RELATED GOVERNOR'S CONFERENCE RESOLUTION

Be it resolved that . . .
. . . the State adopt, as a priority commitment, the interconnection of existing library and information resources through automation networks.

OBJECTIVE 3

To encourage long range planning, evaluation of services, and improved management techniques among all types of libraries to make the most effective use of fiscal and human resources.

NEED

This plan cannot plan for every library in the state, but in order to use existing resources in the most effective manner, each library should analyze community trends, determine service needs, project long-range financial resources and requirements, organizational objectives and evaluate existing services. The resources of the state's libraries are a public trust and should be managed in the most efficient manner.

PRIMARY RESPONSIBILITY

State Library Agency, Local Public Libraries, Academic and Special Libraries, CLSUs.

STRATEGIES

2.3.1 Encourage local public libraries to conduct local community needs assessments prior to the receipt of state and federal funds.
2.3.2 Encourage libraries to build into state and federal programs, provisions for internal and external evaluations, information on the operations, results and cost of the project and provision for publicity.
2.3.3 Develop skills in planning, implementation, evaluation, and management among librarians.

RELATED GOVERNOR'S CONFERENCE RESOLUTIONS

Be it resolved that . . .
. . . the composition of the public library program — governance, budget, staff, books, and materials — reflect the local population mix.
. . . public libraries periodically assess the library and information needs of their communities.

. . . each school media center and public library be directed by certified personnel who shall pursue continuing education in the techniques, management, and promotion of library media skills and services.

OBJECTIVE 4

To utilize, effectively, local, state, and federal funds to improve the quality of library and information services in the state.

NEEDS

Federal, state, and local funds are used to finance the provision of library/information service in Connecticut. Several formulas governing the distribution of these funds, particularly state funds, have been in effect for many years and are in need of evaluation and revision. To meet our mission of equal opportunity of access for all people to the total library and informational resources of the state, present formulas for distribution must be examined and modified and additional funds secured when appropriate.

PRIMARY RESPONSIBILITY

State Library Agency, Local Public Libraries, CLSUs

STRATEGIES

2.4.1 Evaluate the current state aid formula and examine alternative methods for the distribution of state funds.
2.4.2 Distribute federal funds according to LSCA priorities.
2.4.3 Seek increased state and federal funds to support Cooperating Library Service Units.
2.4.4 Seek local, state, and federal funds necessary to establish a statewide finding tool.
2.4.5 Undertake extensive evaluations to assess current funding and service patterns.

RELATED GOVERNOR'S CONFERENCE RESOLUTIONS

Be it resolved that . . .
. . . the State, as a means of implementing educational equity mandate public library and school media services and programs for every town in Connecticut.
. . . a set appropriation, state of federal sources, be made available for the provision of library and information services to special constituencies.

OBJECTIVE 5

To create, among the public, an understanding and appreciation of the unique and invaluable role of libraries as sources of information.

NEED

Public libraries are among the most underutilized public service. Only 30 percent of the adult population use libraries to any significant extent and of that number a quarter of the group accounts for three quarters of adult use. Additional studies indicate a high correlation between size of budget and public relations activities.

PRIMARY RESPONSIBILITY

State Library, Local Public Libraries, CLSUs

STRATEGIES

2.5.1 Publicize, in the local media, grants supported with federal funds.
2.5.2 Require all libraries receiving federal grants to include public relations activities in their programs.
2.5.3 Utilize federal and state funds to support public library and, when appropriate, CLSU programs designed to create greater public awareness about libraries.
2.5.4 Provide training opportunities to assist library personnel in obtaining skills in public relations.
2.5.5 Provide access to equipment to assist libraries in the production of public relations materials.

RELATED GOVERNOR'S CONFERENCE RESOLUTION

Be it resolved that . . .

. . . publicity and public relations programs should be implemented at the national, state, and local levels to increase public awareness of the variety and scope of available library and information services.

GOAL 3

TO IMPROVE AND EXPAND THE SERVICES OF THE CONNECTICUT STATE LIBRARY TO BOTH USERS AND LIBRARIANS.

OBJECTIVE 1

To maintain and develop the State Library as the principal library of state government and to improve and expand its role in providing leadership and support to statewide library development.

NEED

The residents and libraries of the state need a strong state library agency to lead and coordinate library development activities. Its role should be strengthened and enlarged over the next five years. The State Library agency and all of the ohter libraries in the state are partners in the development of library resources and services.

PRIMARY RESPONSIBILITY

State Library Agency

STRATEGIES

3.1.1 Evaluate and improve methods used in the administration of the federal program.

3.1.2 Improve the State Library's capacity to plan, implement, and evaluate state library and statewide library programs.

3.1.3 Improve the State Library's capacity, by utilizing appropriate equipment and technology, to actively gather and disseminate statistics about library service in the state.

3.1.4 Establish a clearinghouse for information about library practices and services and encourage its use among library personnel.

3.1.5 Provide consultants, who are experts in their fields, to assist libraries in strengthening staff, employing management techniques, planning, evaluation, public relations, and designing new services.

3.1.6 Provide continuing education opportunities for library personnel, trustees, and friends to assist them in upgrading their library skills and increasing their knowledge of new developments in librarianship.

3.1.7 Maintain a continuous program of legislative analysis and review and propose changes and additions to library laws which are considered necessary to improve library service.

3.1.8 Continue and improve the provision of services to state governments.

3.1.9 Continue and improve the services provided by the law libraries and increase public awareness as to their accessibility.

3.1.10 Develop a statewide newsletter to publicize the activities of the State Library, and disseminate information about the federal program to other libraries and groups.

3.1.11 Form a partnership and plan cooperatively with other state agencies, particularly the State Department of Education and Board of Higher Education, library schools, associations, school libraries, educational service centers, instructional t.v. providers and other groups with responsibility for the provision of library service.

3.1.12 Coordinate efforts to develop statewide criteria to regulate the disbursement of state and federal funds.

3.1.13 Assume a principal role in developing a coordinating new library programs, particularly networking activities.

RELATED GOVERNOR'S CONFERENCE RESOLUTIONS

Be it resolved that . . .

. . . the State Library hire additional consultants with specializations in library services to minorities to coordinate services to the respective ethnic groups.

. . . in-service training programs for librarians be established to help library staff become more responsive and sensitive to individual differences among library users.

. . . the State, as a means of implementing education equity, mandate public library and school media services for every town . . .

. . . There be no cuts in the State Library budget which would result in the reduction or elimination of its services.

APPENDICES

CRITERIA FOR DETERMINING ADEQUACY OF PUBLIC LIBRARY SERVICES IN CONNECTICUT

The Library Services and Construction Act, through its State/Federal Agreement, imposes a highly professional task and responsibility on states which elect to participate in the Act. The State Library Administrative Agency's staff, with the advice of the State Advisory Council on Libraries, has the responsibility to select criteria which can be used in determining the adequacy of public library services for the six groups of persons the egislation specifically names for special attention (see section 130.17 (a)-(f) of the Code of Federal Regulations, Title 45, Part 130, Subpart B).

a. persons residing in areas without services or with inadequate services;
b. disadvantaged persons residing in urban and rural areas with high concentrations of low-income families;
c. persons who are physically handicapped, including the blind;
d. inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, residential schools for handicapped persons, and other general or special institutions or hospitals operated or substantially supported by the State;
e. persons of limited English-speaking ability; and
f. persons served by major urban resource libraries.

INTRODUCTION

The task before us in establishing criteria for adequate service to these six groups of people is threefold. First, we must identify and locate these persons in our state. Second, we must define what is adequate public library service for them. Third, we must develop an action plan for using LSCA funds to provide adequate service to these groups of persons.

The first two steps are relatively simple. Who are these people? What is adequate service for them? — Once we have debated everyone's ideas of adequacy, we can come up with some guidelines.

The challenge for us is to determine how we can best provide this adequate service which we have defined — this will be our action plan. In addition to developing this plan, we must develop a commitment to it. That is, the provision of adequate public library service to these six groups of persons must come first. LSCA dollars should be spent first to give these people adequate service; after that has been accomplished, LSCA dollars can be spent on other ways to improve library service in the state.

LSCA legislation has named these six groups of persons for special attention. Once we have defined these groups and have determined what is adequate library service for them, our priorities are clear. We should use the project grants program, and indeed the whole LSCA allotment, to carry out our action plan.

CONTENTS

PART ONE: Definitions of the six groups of persons.

PART TWO: Definition of adequate public library service for each group.

PART THREE: Action Plan for using LSCA funds to provide adequate service for each group.

PART ONE: Definition of the six groups of persons

A. **Persons with inadequate service**

Persons who do not live within a fifteen mile radius of a library which meets the adequacy criteria.

B. **Disadvantaged persons residing in urban and rural areas with high concentrations of low-income families**

Persons who live in a city or town which ranks in the bottom third of the ranking by wealth of Connecticut's towns. This ranking is constructed annually by the State Department of Education to determine the towns' equalization aid grants. The ranking by wealth is determined by a combination of the town's net grand list and per capita income.

C. **Persons who are physically handicapped, including the blind**

Any person who because of a physical disability, whether permanent or temporary, cannot use library services which would otherwise be available to him or her. Priority will be given to the blind, deaf, and the homebound.

D. **The institutionalized**

Institutionalized persons are defined as persons who reside in state-operated or substantially state-supported institutions which the state maintains for its correctional, health, mental health, mental retardation, and social services program.

E. **Persons of limited English-speaking ability**

Persons who dominant language is other than English. Towns where significant numbers of these persons reside are determined by using State Department of Education statistics. Statistics are based on children whose home language is other than English. If more than twenty children in one school are so described, that school must provide an appropriate program. Thus, statistics are updated annually.

F. **Persons served by major urban resource libraries**

Although all persons in the state can be served by major urban resource libraries, priority will be given to those persons who reside in cities having a population of 100,000 or more.

PART TWO: Definition of adequate public library service for each group

A. **Persons with inadequate service** have adequate service if they have access (within a fifteen mile radius) to a library which:

1. (Hours Open)

   Has the following hours open: 0-9,999 population, 20-50 hours open; 10,000-34,999 population, 60 hours open; 35,000-99,999 population; 65 hours open; and 100,000 and over population, 68 hours open.

2. (Financial Support)

   Has achieved a minimum per capita operating expenditure of $8.21. (Dollar figure will be updated annually.) $8.21 is the 1979 state average per capita operating expenditure.

3. (Services)

   Provides basic library services (reference, book circulation, children's services); participates in the Connecticard program; provides interlibrary loan, and telephone access.

4. (Staff)

   Provides one staff member for each 2,500 population; provides a head librarian with formal education in library science.

B. **Disadvantaged persons residing in urban and rural areas with high concentrations of low-income families**

Criteria for adequacy is the same as that for group A.

C. **Persons who are physically handicapped, including the blind**

The Library for the Blind and Physically Handicapped (LBPH) is using the **Standards of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped** as its criteria for adequacy.

D. **Institutionalized persons**

Services to State Agencies and Institutions (SSAI), a unit of the State Library, uses the following standards as guidelines for working with Institutional libraries.

Connecticut Media Programs: District & School
Connecticut School Library Association
(now Connecticut Educational Media Association) (1976)

Media Programs: District & School
ALA (1977)

Accreditation Manual for Psychiatric Facilities Serving Children and Adolescents
Joint Commission on Accreditation of Hospitals (1979)

Manual of Standards for Adult Local Detention Facilities
Commission on Accreditation for Corrections, ALA (1979)

Standards for Library Services in Health Care Institutions
American Library Association (1970)

Guidelines for Institutional Libraries Serving the Youthful Offender
Connecticut State Library (1973)

Standards for Library Media Centers in Schools for the Deaf
American Instructors for the Deaf, USDHEW, Office of Educ. 1973

Standards for Libraries at Institutions for the Mentally Retarded
Committee on Standards for libraries for the Mentally Retarded
Health and Rehabilitative Services Division, ALA 1978

Essentials for Patients Libraries, Guide
United Hospital Fund (1975)

AGENCY PROGRAM

Program Statistics

PROGRAM STATISTICS Output Indicators	Actual 1977-78	Estimated 1978-79	Projected By Agency 1979-80
CHILDREN AND YOUTH SERVICES, DEPT. OF			
Number of Residents, Clients	36,000	Figures	36,700
Number of Staff	1,350	Unavailable	1,385 (approx.)
Number of Libraries (General)	4	6	7
Number of Libraries (Professional)	2	4	4
CORRECTION, DEPT. OF			
Number of Inmates	3,700	4,033	4,700 (amortized)
Number of Staff	1,521	1,542	1,544
Number of Libraries (General)	10	10	11
Number of Libraries (Professional)	4	4	4

HEALTH, DEPT. OF			
Number of Patients (CD and TB & VETS)	1,066	1,205	1,007
Number of Staff (CD & TB & VETS)	621	615	612
Number of Libraries (General)	3	3	4
Number of Libraries (Professional)	3	3	4
RETARDATION, DEPT. OF			
Number of Clients	5,028	5,120	5,064
Number of Staff	3,376	3,780	3,797
Number of Libraries (General)	8	8	10
Number of Libraries (Professional)	10	10	10
MENTAL HEALTH, DEPT. OF			
Number of Patients	34,768 appr.	34,618 appr.	34,501
Number of Staff	4,422	4,422	4,422
Number of Libraries (General)	6	7	8
Number of Libraries (Professional)	6	8	8
SUBSTANTIALLY STATE-SUPPORTED INSTITUTIONS			
Number of Staff	550	500	500
Number of Patients, Residents	400	400	400
Number of Libraries (General)	4	4	4
Number of Libraries (Professional)	3	3	4
INDEPENDENT COMMUNITY INSTITUTIONS			
Number of Staff (average per year)	175	175	175
Number of Patients, Residents (average per year)	375	400	440
Number of Libraries (General)	3	3	3
Number of Libraries (Professional)	3	3	3
STATE AGENCIES			
Number of Agency Staff	1,500	2,500	3,000
Number of Libraries	5	10	19

NUMBER OF BOOKS PURCHASED
for institutionalized — 2,100
handicapped — 1,500

E. **Persons of limited English-speaking ability**

Criteria for adequacy is the same as that for Group A, plus the following:

1. Library should have a percentage of foreign language materials in its collection which ap-

proximates the percentage of foreign language speaking people in the community.

2. Library should provide information signs and printed material in foreign language where speakers of that language comprise a significant percentage of the population. (15% +)
3. Library should hire bilingual public service staff.
4. Library programming should reflect the customs and languages of the non-English speaking community.
5. Library should publicize programs and services to the non-English speaking community in its mother tongue and through foreign language media.

F. Persons served by major urban resource libraries

Major urban resource libraries' criteria is attached. (Attachment 1)

PART THREE: Action Plan for using LSCA funds to provide adequate service for each group.

A. **Persons with inadequate service**

To determine how persons, who live beyond the fifteen mile distance of an adequate library, can best be served by LSCA funds.

Possible Plans:

1. LSCA funds can be used to support statewide services which will be made available to persons with inadequate service. Examples of such services are: Interlibrary loan, Connecticard, State Library/Major Urban Resource Library telephone reference.
2. LSCA funds can be used to help a public library meet one adequacy criterion, if that library already meets two out of three criteria. LSCA funds can only be used for this purpose if there is a reasonable expectation that such library will then be able to provide adequate service to persons within a fifteen mile radius. Such libraries can request support through State Library consulting services. State Library Service Centers, Continuing Education, and LSCA sub-grant programs.
3. LSCA funds can be used to help a CLSU, group of libraries, or a library which already meets the adequacy criteria to serve persons with inadequate service. This situation would exist when, 1) the only library within fifteen miles of a person's home is one which can have no expectation of meeting all of the adequacy criteria; and 2) when a certain service is more appropriately delivered on a regional or multi-town level, and 3) when persons with inadequate service have traditionally traveled beyond the fifteen mile radius to receive certain library services.

   LSCA funds can be used in these situations when the need for the proposed service is documented and when the appropriate delivery mechanism is outlined.

B. **Persons residing in urban and rural areas with high concentrations of low-income families**

To insist that the LSCA program give priority to projects whose main goal is resource sharing. Eighty-five percent of public library service is funded by local property taxes. In low income areas, with an insufficient tax base, it may be impossible to provide adequate public library service. Since the entire LSCA allotment is insufficient to allow each local library to attain the criteria for adequacy one alternative is resource sharing. Since spending cannot be equalized by LSCA, LSCA funds can be used to promote equalized service by supporting interlibrary loan, cooperative services, statewide consulting services, statewide reference support services and continuing education.

C. **Persons who are physically handicapped, including the blind**

1. To use LSCA funds to support the Library for the Blind and Physically Handicapped. LBPH will try to reach more people with its services. (Presently, 16,387 out of 350,000 or 5% of the blind and handicapped population in Connecticut are registered borrowers.)

2. To use LSCA funds through public libraries and LBPH to support the following aims.
   A. Large print materials should be available in all public libraries, or readily available through interlibrary loan.
   B. While LBPH will make available for loan books and magazines in Braille and in recorded formats, public libraries should act as information and referral centers for this service and for other information services for physically handicapped people.
   C. The public library should be a center for information on a community's special services to the physically handicapped. It should also publicize statewide programs and consumer services.
   D. The following services should be provided in public libraries especially for the deaf based on recommendations from Connecticut's Governor's Conference.
      1. each library shall have a public service librarian skilled in sign language, or a simultaneous interpreting service.
      2. captioned films and video tapes for showings and loans will be available through public libraries.
      3. TTY (teletypewriter: a deaf person's telephone) units will be available in public libraries.
   E. Library services should be accessible to persons unable to physically enter the library. These services can be delivered by radio and television, telephone, mail, or vehicle expressly designed for this purpose and appropriately staffed.

D. **Institutionalized Persons**

To use LSCA funds to support SSAI (Services to State Agencies and Institutions). That unit's goals are as follows.

1. Placement of professional librarians and trained library assistants in children and youth centers, hospitals, mental health facilities, and correctional institutions.
2. The offering of state library consultant services to the following departments: Corrections, Mental Health, Health/Mental Retardation, Children and Youth Services, and others as appropriate.
3. Surveying of state institutions in planning and coordinating institutional library services in relation to other state and local library services by measuring national guidelines, standards, etc. to current programs.
4. Bring the number of institutional libraries up to the numbers projected by the agency in attached statistics. (see Attachment 2)
5. Provision of adequate public library services to the total institutionalized population. Currently 45% (7,650 out of 15,300) are being reached.

E. **Persons of limited English-speaking ability**

To use LSCA funds to help libraries reach the adequacy criteria for this group. This will be done by funding the Interlibrary Loan Center, the sub-grant program, and continuing education.

F. **Persons served by major urban resource libraries**

1. To distribute MURL's payments to libraries which meet the criteria.
2. To use LSCA funds to support major urban resource libraries by funding the Interlibrary Loan Center, State Library support services, consulting services, continuing education, and the sub-grant program.

Connecticut Basic State Plan for Library Programs under the Library Services and Construction Act FY '79 Amendments

Title I — Major Urban Resource Libraries

A Major Urban Resource Library (MURL) is defined in P.L. 95-123, the Library Services and Construction Act, as amended, 1977, as:

> any public library located in a city having a population of 100,000 or more individuals and that a) because of the value of its collection to individual users and to other libraries needs special assistance to furnish services at a level required to meet demands made by these users and libraries and b) provides services to users throughout the regional area in which this library is located.

The following criteria have been developed to determine those Connecticut libraries which qualify to receive support as a major urban resource library.

A. **Criteria for determining the value of the collection to individual users and libraries in the regional area**

1. The library should be a member of and actively participate in the Cooperating Library Service Unit (CLSU) in which it is located.
2. The library should offer reference service free of charge to individuals and libraries in the regional area.
3. The library should actively participate in state and regional inter-library loan programs and in the Connecticard program.

A library must meet all of the conditions stated above to qualify as a MURL. In addition, a library must meet at least eight of the criteria listed below to be designated as a major urban resource library. Those libraries which do not presently meet the criteria listed in this section must develop and submit, to the State Library Agency, a five year plan which shows how the library plans to meet the criteria in order to qualify for MURLs funding.

4. Library should be open 68 hours per week with both evening and weekend access.
5. Library should report net plus loaning in the Connecticard program and the state interlibrary loan program.
6. Collection should have at least 300,000 volumes.
7. Library should have one professional staff member per 10,000 population.
8. Library should add a minimum of 5,000 adult book titles each year.
9. Library should support a film service which makes no fewer than 500 titles available to its users.
10. Library should receive 700 periodical titles each year.
11. Library should report no less than 75,000 reference transactions each year.
12. Library should spend at least 10% of the total budget for materials.
13. Library should spend at least $1.00 per capita on materials.

Section B. MURL Designees

The libraries meeting these criteria for FY 1979 are those located in Bridgeport, Hartford, New Haven, Stamford, and Waterbury.

Section C. Regional Area to be Served

Bridgeport and Stamford to serve Region IV. Hartford to serve Regions II and III. New Haven to

serve Regions V and VI. Waterbury to serve Region I. (see map attached.)

D. **Services to be Provided**

A library designated as a MURL will receive federal support to relieve the local burden for upkeep of collections which are more regional than local value. A MURL library should provide the following services to both residents and non-residents:

1. On-site use of reference and research materials
2. Telephone reference service
3. Loan of books and microfilm materials either directly or via interlibrary loan.

E. **Conditions**

A MURL library must submit, to the State Library Agency, a written agreement which guarantees that the LSCA money it receives will be spent for collection development and that it will not spend less on materials from its local budget than it expended in the prior fiscal year. At the end of each fiscal year, (June 30) MURL libraries will be required to indicate the specific purposes for which the grant monies have been used.

Those who do not presently meet the criteria contained in Section A, must submit a five year plan which shows how the library plans to meet the criteria.

F. **Evaluation**

These criteria will remain in effect throughout FY 1979. The criteria will be evaluated at the end of FY 79 in conjunction with recommendations set forth in the **Long Range Plan for Library Development in Connecticut** and the **Criteria for Determining the Adequacy of Public Library Service.**

Amended, September, 1979

EVALUATION OF THE LSCA PROGRAM

The State Library Agency, in conjunction with the State Advisory Council on Libraries and other advisory groups which may be appointed, shall conduct periodic evaluations of programs and projects supported under the Act.

Programs undertaken with LSCA funds shall be planned, implemented and evaluated on a systematic basis. Recipients of LSCA funds shall be expected to provide the State Library Administrative Agency with information for the purposes of evaluation and to provide appropriate evaluation reports to the State Library.

DISSEMINATION OF LSCA INFORMATION

It is the policy of the State Library Agency to distribute LSCA program documents, the results of program evaluations and other program information to the public.

The LSCA Long Range Plan, Annual Program, and Annual Report will be sent to the ERIC Clearinghouse in order to ensure the widest national distribution. Program documents will be widely distributed to libraries throughout the state and each of the libraries participating in the State documents depository program will receive copies of all program related documents.

The State Library Agency will periodically publish descriptions and reviews of LSCA programs in a newsletter published by the State Library. Staff and members of the State Advisory Council on Libraries will actively seek other mechanisms to be utilized in publicizing the federal program such as the publication of articles in the State Library Association's journal and newsletter, newspaper articles, press releases, displays, and exhibits.

COORDINATION OF LSCA PROGRAM WITH OTHER LIBRARY PROGRAMS AND PROJECTS

It is the policy of the State Library Agency to coordinate LSCA programs and projects with library

programs and projects operated by institutions of higher education or local elementary and secondary schools.

At the State level, the State Library Agency will attempt to coordinate the LSCA program with programs operated by the State Department of Education and the State Board of Higher Education. Institutions applying for LSCA funds will be asked to provide information about their plans for coordination with other federally assisted programs.

CRITERIA FOR ALLOCATING LSCA TITLE I FUNDS

PURPOSE:

The Connecticut State Library will use Title I funds for the improvement of public library services in areas without services or with inadequate services, including the provision of service to the blind and physically handicapped, institutionalized, disadvantaged persons and persons with limited English-speaking ability.

As specified in Public Law 95-123, the purposes of the Library Services and Construction Act include:

- the establishment, extension, and improvement of public library services in areas without service or where service is inadequate with particular emphasis on services to the economically and educationally disadvantaged and to persons of limited English-speaking ability
- the improvement of public library service to the physically handicapped, including the blind and other visually handicapped;
- the improvement of library service to those residing in state supported institutions;
- the strengthening of major urban resource libraries to serve residents of densely populated areas;
- the strengthening of the State Library Administrative Agency.

POLICIES:

1. Title I funds will be used to support the planning and development of programs and projects that improve the adequacy of public library service.
2. Title I funds will be used to support programs and projects that further implementation of specific recommendations in the Long Range Plan for Library Development in Connecticut.
3. Approval of LSCA funds to support projects may be dependent on local ability and willingness to support the project at least in part. Where LSCA support extends over a period of more than one year, project plans should include provision for annual reductions of LSCA grant support and for the assumption of the costs by the sponsoring library or libraries.
4. Emphasis will be placed on the development of cooperative projects and programs designed to improve the adequacy of library service to the public.
5. The State Library Agency will assist State institutions in providing library service to their institutionalized populations.
6. The State Library Agency will provide library service to the blind and physically handicapped population of the state and assist local libraries in publicizing the availability of these services.
7. The State Library Agency, in cooperation with other educational institutions, will provide and inform library personnel of continuing education opportunities designed to improve library skills.

PRIORITIES:

Priority will be given to programs and projects designed to improve library service to groups or individuals presently receiving inadequate service and to those projects which carry out recommendations contained in the Long Range Plan for Library Development in Connecticut.

CRITERIA FOR ALLOCATING LSCA TITLE II FUNDS FOR PUBLIC LIBRARY CONSTRUCTION

These criteria are issued to provide information for trustees, librarians, and others applying for funds authorized under Connecticut General Statute Section 11-24c and Title II of the Library Services and Construction Act, P.L. 95-123.

The purpose of this program is to promote the further extension of public library services to areas without such services or with inadequate services; and to provide state and federal assistance in public library services and construction programs without interfering with State and/or local initiative and responsibility in the conduct of public library services.

The policies, plans, and regulations for apportioning these funds have been developed on the basis of:

1. An awareness of national developments and professional thinking in the library field.
2. Consideration of the State's local public library building needs.

DEFINITIONS

In administering the State Plan, the State Library Board will be guided by the following definitions taken from Federal Regulations governing the administration of the Library Services and Construction Act.

a. **PUBLIC LIBRARY** means a library that serves free all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. The term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose.

b. **PUBLIC LIBRARY CONSTRUCTION** means the construction of new public library buildings or the expansion, remodeling, and alteration of existing buildings to be used as public libraries, the initial equipment of any such buildings, including architect's fees and the cost of acquisition of land.

c. **PUBLIC LIBRARY SERVICES** means library services which are provided by or on behalf of a public library. The term does not include those library services that are properly the responsibility of the schools.

d. **STATE AGENCY OR AGENCY** means the state library administrative agency or any other official state agency charged by state law with the extension and development of public library services throughout the State.

e. **PROJECT OR CONSTRUCTION PROJECT** means a construction project which is eligible for a grant under an approved state plan and which will result in a usable public library facility.

The library requesting funds must be legally established as a public library according to State law. (Since there are several types of public libraries in Connecticut, any public library eligible to receive *state aid* for its general purposes is also eligible to be considered for *aid* for library building construction.)

The local funds for library building projects used to match the state and federal aid may be

acquired by appropriation, sales of bonds by the municipality, or gift monies from any source for public library construction, including EDA/PW Funds. Upon filing application, the municipality should provide, insofar as possible, a reasonable guarantee that the project is endorsed locally; that local funds might be reasonably be expected to be made available to cover the local share as outlined in the budget; and that the local planning committee is authorized to apply for State funds for the project.

Financial participation under the State plan shall be available only for those eligible costs for which State or local funds are expended or authorized to be expended under applicable State and local laws, rules, regulations, and standards.

ELIGIBLE LOCAL COSTS to be considered in computing the amount of State participation include project costs as listed below and incurred subsequent to the State agency's approval of the project or after such other date as is indicated in the following paragraphs (3) and (5).

1. Construction of new buildings to be used for public library facilities.
2. Expansion, remodeling and alteration *as distinguished from maintenance and repair* of existing buildings to be used for public library purposes.
3. Expenses (other than interest and the carrying charges on bonds) related to the acquisition of land on which there is to be construction of new buildings or expansion of existing buildings which are incurred *within three fiscal years preceding the fiscal year in which the project was approved by the State Agency*, if such expenses constitute an actual cost or transfer of public funds in accordance with the usual procedures generally applicable to all State and local agencies and institutions.
4. Site gradings and improvement of land on which approved facilities are located.
5. Architectural, engineering, and inspection expenses *incurred subsequent to site selection*.
6. Expenses related to the acquisition and installation of initial equipment to be located in a public library facility provided by a construction project, including all necessary building fixtures and utilities, office furniture, and public library equipment such as library shelving and filing equipment, card catalog cabinets, circulation desks, reading tables and study carrels, booklists, elevators, and information retrieval devices (but not books or other library materials).

The amount granted to a library from State or federal funds by the State Library Board will be one-third of the total project cost, but not to exceed three hundred thousand dollars ($300,000), dependent on the amount of funds available and the number of applications.

CRITERIA

REQUIREMENTS OR CONDITIONS FOR ELIGIBILITY

APPLICATIONS — CONDITIONS AND PROCEDURES

1. All libraries anticipating a construction program should notify the Division of Library Development at the beginning of their planning.
2. The Division should be requested to review any proposed sites to ascertain if they meet principles for location of public library buildings satisfactory to the State Library Board.

To establish eligibility for a grant, certain other conditions or requirements must be met by the local municipality, the public library, and its Board of Trustees. These conditions are as follows:

1. The public library, whether an agency of local government or a privately organized institution with corporate status, must have a regular annual source of operating income from public funds.
2. The library must have a long-range program of needs and development including space, per-

sonnel, book collection, etc., for a twenty year period, proving conclusively that the present plan is not such as to permit present and future development of adequate public library services.

3. The building program must be in keeping with the library's service program, as outlined above, i.e., the new building will provide adequate physical facilities for the services which the library will offer for the present and the future.
4. The construction should be planned on a strategically located and available site — preferably already acquired at time of application for State funds.
5. There should be assurance of the necessary local financing of the total building project on an approximate ratio of local funds 66.5%, State or federal funds 33.5%. In the event a ceiling is set by the Board in any given year on the maximum amount of any one grant and the ceiling figure does not constitute as much as 33.5% of the total cost of a particular building project, the balance for the project must be provided or financed locally.
6. A Connecticut registered architect must be retained. It is strongly recommended that an experienced librarian — building planner, acquainted with library administrative and operating methods, be retained in the early stages of planning in order to provide a written program for the architect prior to design.
7. In compliance with State laws, public library buildings, services, and facilities must be accessible to the physically handicapped.
8. Buildings serving as operational headquarters having one or more bookmobiles should have loading and delivery facilities suitable to its role.
9. All sites will be evaluated for flood hazards.
10. Before final approval is given for a building project, assurances must be given that construction work will be undertaken before June 30 of the fiscal year in which the grant was awarded.
11. A set of preliminary architectural drawings shall be filed with the Division of Library Development with the initial application for State funds, enabling a determination of space formula and arrangement based on the prepared Building Programs.
12. An application form should be submitted as soon as the information is complete. A deadline of September 1 has been established for submission of applications in any one year.
13. A construction contract with the local building contractor must be entered into before June 30th of the fiscal year the grant was awarded.
14. A construction contract with the local building contractor must conform to State requirements as to working conditions, wages, and fair labor practices.
15. All building plans must be prepared by a qualified architect.
16. In addition to, or remodeling of existing buildings, a Connecticut registered engineer must certify that the building is structurally sound and give an evaluation of any fire or safety hazards. All repair work is excluded from grant computation.
17. Library to serve local residents free of charge.

APPLICATION PROCEDURE

1. Municipalities planning public library construction within the fiscal year will be invited to submit to the Division of Library Development a Notice of Intent to apply for funds.
2. Municipalities planning public library construction within the current fiscal year and having a reasonable assurance of local support, are requested to complete and file formal Applications with the Division of Library Development.
3. The Division of Library Development staff will review each application and recommend to the State Librarian grant awards for consideration by the State Library Board.
4. Thereafter the State Library Board will announce a tentative award of grant with the final approval dependent upon the availability of local funds to match the grant *and* complete the construction project.
5. Period reserved for submitting written requests for Fair Hearing.

6. Communities having received tentative approval present final assurance of availability of necessary local funds.
7. Notification of final approval forwarded to municipality when received.
8. Municipalities solicit approval of the Division of Library Development on Drawings and Specifications prior to finalization and local bidding procedures.

OTHER PERTINENT INFORMATION GOVERNING THE ADMINISTRATION OF CONSTRUCTION GRANT AWARDS

Demolition may be figured as a legitimate part of construction costs if necessary to the public library building program provided that said demolition project has been subject to all above regulations, i.e., State wages, contract clauses, etc., and complies with the eligible costs conditions cited above.

A construction time schedule must be submitted to the Division of Library Development.

PROCEDURE FOR HEARING

When any application for funds under the plan for library construction is denied, a written notice shall be sent to the applicant stating reason for refusal and advising the applicant that a hearing may be had upon written request made within ten days to the State Library Board.

The hearing shall be held within fifteen days of the date of the request at a reasonable time in the State Library. The hearing shall be held before the State Library Board, or such members of the staff as the State Library Board designates. A stenographer shall be present at all hearings and shall record all statements, comments, and decisions in a transcription that shall become part of the application record.

CRITERIA FOR ALLOCATING LSCA TITLE III FUNDS FOR INTERLIBRARY COOPERATION

PURPOSE:

The Connecticut State Library will use LSCA Title III funds for the planning and development of cooperative library networks and for establishing, expanding, and operating local, regional, and interstate cooperative networks of libraries to provide for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers for improved supplementary services to the clientele served by each type of library or center.

POLICIES:

1. Funds will be used to support both demonstration and continuation grants.
2. Funds will be awarded to projects and programs designed to further the purposes of LSCA Title III.
3. Projects and programs supported with LSCA Title III funds should emphasize the coordination of library and information resources in order to meet information needs.

PRIORITIES:

Priority will be given to those programs and projects that demonstrate a commitment to long range planning for the coordination of resources among all types of libraries.

PROCEDURES:

Funds for LSCA Title III programs and projects will be awarded both on a competitive and non-competitive basis.